

◆ **SUPPLEMENTAL APPLICATION FORM FOR ALL COASTAL DEVELOPMENT PERMITS**

◆ **APPLICATION CHECKLIST FOR SINGLE FAMILY REGULAR & MINOR COASTAL DEVELOPMENT PERMITS**

(Application checklist for Non-Single Family Regular Coastal Development Permits covered under separate handout)

This supplemental application is to be filed for any development requiring a Coastal Development Permit issued by the City of Carlsbad.

I. GENERAL BACKGROUND

A. Estimated Cost of Development:

Development costing \$60,000 or more does not qualify as a Minor Coastal Development Permit. The Planning Director shall make the final determination regarding a project's cost of development.

The primary basis for determining cost of development will be the application of dollar costs per square foot for different types of residential construction. These costs are set by the International Conference of Building Officials (ICBO) and are applied throughout San Diego County.

Please complete the following information to assist in the determination of this project's cost of development (*Contractor proposals may also be submitted for consideration by the Planning Director*).

- ⇒ **New** Residential Square Footage:
_____ square feet x \$78.00/sq. ft. = \$ _____
- ⇒ Residential **Addition** Square Footage:
_____ square feet x \$94.00/sq. ft. = \$ _____
- ⇒ Any **Garage** Square Footage:
_____ square feet x \$22.00/sq. ft. = \$ _____
- ⇒ Residential **Conversion** Square Footage:
_____ square feet x \$26.00/sq. ft. = \$ _____
- ⇒ For Non-Residential Uses, use the following figures for calculations:
Retail/Store @ \$38.00/sq. ft.; Restaurant @ \$69.00/ sq. ft.; Office @ \$55.00/ sq. ft.; Manufacturing/Warehouse @ \$24.00/sq. ft.:
_____ square feet x \$_____/sq. ft. = \$ _____

COST OF DEVELOPMENT ESTIMATE: \$ _____

B. Do you wish to apply for:

1. A Minor Coastal Development Permit (Under \$60,000) _____
2. A Regular Coastal Development Permit (\$60,000 or more) _____

C. Street address of proposed development _____

- D. Assessor's Parcel Number of proposed development _____
- E. Development Description:
Briefly describe project: _____

- F. Describe the present land uses (i.e. Vacant land, single family homes, apartments, offices, etc.) that surround the proposed development to the:
North: _____
South: _____
East: _____
West: _____
- G. Is project located within a 100 year flood plain? ☐ Yes ☐ No

II. PRESENT USE OF PROPERTY

- A. Are there existing structures on the property? ☐ Yes ☐ No
If yes, please describe.

- B. Will any existing structure be removed/demolished? ☐ Yes ☐ No
If yes to either question, describe the extent of the demolition or removal, including the relocation site, if applicable (also show on plans).

III. LOT COVERAGE

A. Existing and Proposed	<u>Existing</u>	<u>New Proposed</u>	<u>Total</u>
Building Coverage	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Landscaped Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Hardscape Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Unimproved Area (Left Natural)	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.

- B. Parking:
- Number of existing spaces _____
- Number of new spaces proposed _____
- Existing/Proposed TOTAL: _____
- Number of total spaces required _____
- Number of covered spaces _____
- Number of uncovered spaces _____
- Number of standard spaces _____
- Number of compact spaces _____
- Is tandem parking existing? ☐ Yes #____ ☐ No
- Is tandem parking proposed? ☐ Yes #____ ☐ No

- C. Grade Alteration:
- Is any grading proposed? ☐ Yes ☐ No

If yes, please complete the following:

1. Amount of cut _____ cu. yds.
2. Amount of fill _____ cu. yds.
3. Maximum height of fill slope _____ feet
4. Maximum height of cut slope _____ feet
5. Amount of import or export _____ cu. yds.
6. Location of borrow or disposal site _____

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IV. ENVIRONMENTAL REVIEW

Submit Environmental Impact Assessment (EIA) Part I with Regular Coastal Development Permits; check with Planning Staff regarding Minor Coastal Development Permits and Single Family Regular Coastal Development Permits for any environmental review requirements.

V. GENERAL APPLICATION REQUIREMENTS

(For Single Family Regular and Minor Coastal Development Permits; Regular Coastal Development Permits covered under separate handout)

- A. Site Plan: Four (4) copies for a Minor Coastal Development Permit, four (4) copies for a Single Family Regular Coastal Development Permit prepared on a 24" x 36 sheet(s) **folded** to 8½" x 11". The site plan shall include the following information:
 - 1. General
 - a. Name and address of applicant, engineer and/or architect, etc.
 - b. Location, size and use of all easements.
 - c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
 - d. Distance between building and/or structures.
 - e. Building setbacks (front, rear and sides).
 - f. Location, height and materials of walls and fences.
 - g. Dimensions/location of signs.
 - h. A summary table indicating the following information (if applicable to the application):
 - (1) Site acreage
 - (2) Existing zone and land use
 - (3) Proposed land use
 - (4) Total building coverage
 - (5) Building square footage
 - (6) Percent landscaping
 - (7) Number of parking spaces
 - (8) Square footage of open/recreational space (if applicable)
 - (9) Cubic footage of storage space (if applicable)
 - i. Show all applicable Fire Suppression Zones as required by the City's Landscape Manual.
- B. Building elevations (all sides of all buildings) and floor plans: Four (4) copies for a Minor Coastal Development Permit and four (4) copies for a Single Family Regular Coastal Development Permit, prepared on 24" x 36" sheets **folded** to 8½" x 11" size. The building and floor plans shall include the following:
 - 1. Location and size of storage areas (if applicable)
 - 2. All buildings, structure, walls and/or fences, signs and exterior lights.
 - 3. Existing and proposed construction.
- C. Grading and Drainage: Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the City Planning and Engineering Department

representative for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:

1. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within 100' perimeter of the boundaries of the site. Existing onsite trees; those to be removed and those to be saved.
 2. Earthwork volumes; cut, fill, import and export.
 3. Spot elevations at the corners of each pad.
 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
 5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision. Show location and approximate size of any proposed detention/retention basins.
 6. Clearly show and label 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- D. Reduced site plan: One (1) copy of 8½" x 11". (Not required for Single Family Residence).
- E. Location Map: One (1) copy of 8½" x 11" (suggested scale 200" - vicinity maps on the site plan are not acceptable).
- F. Colored Site Plan and Elevation Plan: (Not required with the first submittal) It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) copy of a colored elevation to the Planning Department by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.

VI. REQUIRED DOCUMENTS

- A. Land Use Review Application Form
- B. Completed Coastal Development Supplemental Application Form
- C. Disclosure Statement
- D. Completed "Project Description/Explanation" Sheet
- E. Title Report (required for sites in Coastal Commission Appeal Area and for single family residential)

VII. OTHER REQUIREMENTS

A. Property Owners List and Address Labels

NOTE: When the application is tentatively scheduled to be heard by the decision making body, the project planner will contact the applicant and advise him to submit the **radius map, two (2) sets of the property owners list and labels**. The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will **NOT** go forward until this information is received.

1. A typewritten list of the names and addresses of all property owners within a 600' radius of subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. Two (2) separate sets of mailing labels of the property owners within a 600' radius of the subject property. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single family residence, an apartment, suite or building number must be included **on a separate line. DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**. Acceptable fonts are: Swiss 721, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt #3
Carlsbad, CA 92008

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave.
Apt. #3
Carlsbad, CA 92008

ACCEPTABLE

MRS JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

3. **600' Radius Map:** A map to scale not less than 1"=200' showing each lot within 600' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.
4. **100' Radius Occupants/Address List and Labels (for coastal zone/CDPs only):** One (1) list of the occupants/addresses located within a 100' radius of the project site; and two (2) sets of labels (as described in "A" above) of the addresses within a 100' radius.

B. Fees and Deposit for Publication of Notices: See Fee Schedule for amount.

VIII. SPECIFIC APPLICATION REQUIREMENTS

(May apply to single family, regular and minor coastal development permits)

Coastal Overlay Zones require additional information to be submitted as follows: (refer to the Municipal Code for a full description):

A. Coastal Agriculture Overlay Zone

1. Refer to the Carlsbad Municipal Code Section 21.202.060 for specific requirements.
- B. Coastal Resource Protection Overlay Zone
1. Slope analysis/mapping for 25% and greater subject to Section 21.203.040 of the Carlsbad Municipal Code.
 2. Topographic and vegetation mapping/analysis subject to Subsection 21.203.040(B)(1) of the Carlsbad Municipal Code, if project is located along the first row of lots bordering Buena Vista Lagoon including the Lagoon mouth.
 3. Topographic, drainage and wetland mapping subject to Subsections 21.203.040(B)(2)(a) and (b) of the Carlsbad Municipal Code if located east of Interstate 5 in the Batiquitos Lagoon watershed.
 4. Drainage study subject to Subsection 21.203.040(B)(3) of the Carlsbad Municipal Code if project is located west of existing Paseo del Norte, west of Interstate 5 or along El Camino Real immediately upstream of existing storm drains.
 5. Geologic report addressing landslides and slope stability subject to Subsection 21.203.040(B)(4) of the Carlsbad Municipal Code.
 6. Geologic report addressing land slides and seismic hazards subject to Subsection 21.203.040(C) and (D) of the Carlsbad Municipal Code.
- C. Coastal Shoreline Development Overlay Zone
1. Geotechnical report subject to 21.204.110 if project is located adjacent to an existing seabluff edge between the sea and the first public road parallel to the sea; also may be required by Planning Director if deemed necessary consistent with Section 21.204.110 of the Carlsbad Municipal Code.
 2. Show all structures and decks on adjacent north and south properties to perform "stringline" test subject to Subsection 21.204.050(B) of the Carlsbad Municipal Code.
 3. Unless otherwise submitted project in this zone must also be submitted with plans showing:
 - a. Boundaries and topography
 - b. Existing and proposed structures
 - c. Circulation
 - d. Drainage
 - e. Finished topography
 - f. Landscaping
- D. Coastal Resource Overlay Zone Mello I LCP Segment
1. Erosion, sedimentation and drainage report subject to Section 21.205.060 of the Carlsbad Municipal Code if project is located in the Batiquitos Lagoon watershed.

IX. REQUIRED COASTAL PERMIT FINDINGS

Approval of a regular or minor coastal development permit is based on the ability to make three coastal related findings. These three findings are presented below for your review and information.

1. That the proposed development is in conformance with the Certified Local Coastal Program and all applicable policies.
2. That the development is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act.
3. That the development conforms with any applicable decision pertinent to this proposal and/or site as set by the Coastal Commission on a previously related appeals decision per Public Resources Code §30604(c).